

## **APPENDIX B**

### **CRITICALITY SAFETY SUPPORT GROUP (CSSG) MEMBERSHIP POLICY**

April 2012

#### **1) Size and Composition of the CSSG**

CSSG membership categories are: a) Current, b) Emeritus, and c) Ex officio.

- a) Current membership shall be limited to ten members (except during new member transition periods when this number may be exceeded) having a collective balance of expertise that encompasses critical and sub-critical integral experiments, differential nuclear physics measurement, nuclear data evaluation, calculational methods, criticality safety training and qualification, management of criticality safety programs, criticality safety evaluations, and criticality safety consensus standards. Members may receive funding support from the Nuclear Criticality Safety Program as appropriate to their specific tasks and roles in the CSSG. Current members are the only voting members of the CSSG. Emeritus status is comprised of formerly Current members (see Section 5 of this Appendix).
- b) Ex officio members are appointed to the CSSG because of their positions related to the NCSP or their expertise in some area of criticality safety.

All members are appointed by, and serve with the approval of the NCSP Manager.

The CSSG may form subcommittees, working groups or mentoring relationships that can include ad hoc members as needed. However, these ad hoc participants are not voting members of the CSSG nor are they funded directly by the NCSP.

#### **2) Current CSSG Member Qualifications**

The following are minimum qualification requirements for Current members.

- a) At least 15 years of experience as a criticality safety practitioner.
- b) Hold an advanced degree in a technical discipline, a Ph.D. is preferred. An additional 5 years of professional criticality safety experience may be substituted for an advanced degree.
- c) Demonstrated leadership and expertise in criticality safety that will ensure the balance of expertise as outlined in Size and Composition of the CSSG. This is typically achieved by a combination of technical publications, leadership in the Nuclear Criticality Safety Division (NCSD) of the American Nuclear Society, teaching criticality safety related courses or participation on ANSI/ANS-8 Standards working groups.
- d) Hold an active DOE Q Clearance.
- e) Have their management concurrence for membership service.

Once appointed as a Current member, this status is maintained by active participation in CSSG activities.

On an annual basis, the NCSP Manager and CSSG Chair assess the participation level of each member and determine whether continued membership is appropriate.

At their earliest convenience, Current Members should indicate to the NCSP Manager and/or the CSSG Chair their intent to discontinue as a Current CSSG Member and either transition to Emeritus Member status or resign from the CSSG.

### **3) Selection of New Members**

From time-to-time it will be necessary to replace Current members. In order to facilitate training of new members and provide a seamless transition, the following process should be used.

- a) A candidate shall be identified for each vacancy as soon as practicable using the Protocol for Selecting a New Member (Section 4).
- b) When filling an anticipated vacancy the CSSG Chair shall provide the NCSP Manager with the name of the member planning to leave and the estimated departure date. If possible, the successor should be appointed at least one year before the departing member leaves the CSSG. During any overlap period, both the outgoing member and his/her successor will be voting members. This situation may temporarily raise the number of Current members above ten.
- c) In the case of an unanticipated vacancy, the new Current member candidate should be selected as soon as practicable using the Protocol for Selecting a New Member (Section 4).
- d) The successor is appointed as a Current member of the CSSG by the NCSP Manager on a date agreed to by the CSSG Chair and the NCSP Manager. At that time the outgoing member relinquishes his/her Current status and either transitions to Emeritus Member status or resigns from the CSSG. Whenever possible, this transition should occur on the first day of the fiscal year.

### **4) Protocol for Selecting a New Member**

- a) The CSSG Chair shall form a nominating committee comprised of at least three Current members including the CSSG Vice-Chair as committee lead. The CSSG Chair functions as an ex-officio member of the nominating committee.
- b) The CSSG Deputy Chair shall solicit the Current and Emeritus members for names and qualification packages for nominees.
- c) The nominating committee shall select, and present to the Current membership, at least two candidates who meet or exceed the qualification requirements and who will maintain a collective balance of expertise among Current members.
- d) Candidates shall have their management concurrence for membership service prior to the CSSG initiating the balloting process.
- e) In the event of simultaneous vacancies requiring the selection of more than one new member, the nomination and balloting processes are to be separate and independent in time.
- f) The Current members vote on the candidates presented by the nominating committee. A majority of votes is required for selection of a new member. The name and qualification package for the selected new member shall be forwarded to the NCSP Manager for review and approval.
  - i) In the case of more than two nominees, multiple votes may be necessary to obtain a majority vote.
  - ii) In the case where the CSSG is deadlocked and cannot develop a majority vote, the names of the candidates and their qualification packages, along with the final vote result, shall be provided to the NCSP Manager for breaking the tie/deadlock.
- g) The NCSP Manager appoints the new member.

### **5) Emeritus CSSG Member Status**

Emeritus members are encouraged to continue to participate in CSSG activities (teleconference calls, assessments, reviews, meetings, etc.) but will not receive programmatic (i.e. level of effort) financial support from the NCSP. NCSP funding may be provided to Emeritus members for specific technical contributions on a case-by-case basis. Emeritus members are also free to solicit funds to support their participation in reviews, assessments, etc. from the organization (other than the NCSP) that has requested CSSG assistance.